

III. RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY
ADMINISTRATIVE SERVICES - PRINT SHOP
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-6

This Schedule Lists Only Those Records
Created and Used by the

Office of the Secretary
Administrative Services - Print Shop

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-6

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Office of the Secretary
Administrative Services - Print Shop

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>JOB ORDERS:</u></p> <p>Folders for each board and commission, alphabetically arranged, containing printing request forms along with samples of work done. From the data recorded on these printing requests, a monthly report of production is prepared.</p>	<p>Retain printing requests, samples and monthly reports for three (3) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing and Regulation		Office of the Secretary Administrative Services
AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>This Schedule Supercedes Schedule 612-6</u> <u>Dated September 22, 1975</u></p> <p><u>Job Orders:</u></p> <p>Folders for each board or commission, alphabetically arranged, containing printing request forms along with samples of work done. From the data recorded on these printing requests, a monthly report of production is prepared.</p>	Retain printing Requests, samples and monthly reports for three (3) years, then destroy.
2	<p><u>License Printouts:</u></p> <p>Printouts of license summaries and license histories, divided into separate agencies.</p>	Retain for three (3) years then destroy.

Schedule Approved by Department,
Agency, or Division Representative

10/17/89

Date

Signature

-Director
Admin. Serv.

Title

Schedule Authorized by

Date

State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing and Regulation		Office of the Secretary Administrative Services
AGENCY		DIVISION
Item No.	Description	Retention
	<u>This Schedule Supercedes Schedule 612-6</u> <u>Dated September 22, 1975</u>	
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Schedule Approved by Department,
Agency, or Division Representative

10/17/89

Date

Signature

Director
Admin. Serv.

Title

Schedule Authorized by

11/18/89

Date

State Archivist